

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports and records and all other duties of a secretary; incumbent acts as clerical and appointment administrative assistant to the Chief of Police and for other ranking police officers.

EXAMPLES OF WORK

(Illustrative only)

Take and transcribe dictation and type from rough draft and other sources letters, memoranda, forms and other material;

Acts as clerical assistant to the Chief of Police, compose important correspondence, relieve the Chief of minor clerical and administrative details and relay orders and instructions to other clerical personnel at the Chief's direction;

Read reports and summarize information therein for Chief to review without unnecessary time loss; prepare more comprehensive reports and information breakdown for Chief's examination;

Prepare any correspondence, reports, purchase orders, or any routine detail of office operations as required;

Prepare Chief's report to the Administrative Authority concerning departmental activity and conditions in the city of interest to the department;

Make Chief of Police's reports to the Mayor, both monthly and annually, on all law enforcement activities in the city;

Make Uniform Crime Report to the F.B.I., both monthly and annually, from offense reports filed by the department on robberies, burglaries, auto thefts, homicides, etc.;

Perform various related duties as assigned, required, or indicated.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of

legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen (18) years of age.

BC	11-12-73
Rev	08-18-88
	09-29-93
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	07-08-98
	10-09-03
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